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**ILA’s 26th Anniversary Global Conference — Rationale Letter**

**Please customize for your specific situation.**

Dear <Insert supervisor’s name>,

I would like your approval to attend ILA’s 26th Global Conference taking place 7-10 November 2024 in Chicago, IL, USA.

Hosted by the International Leadership Association (ILA), this conference is the world’s largest cross-sector gathering of leaders and leadership researchers, scholars, and development professionals. The theme for this year’s Global Conference is *Architects of Change: Leaders, Followers, & Communities*.

This conference offers great learning and networking opportunities that would be very beneficial to my professional development and <insert name of organization>. Here’s what makes attending this conference such a valuable investment:

* **Best-in-class programming.** I can discover cutting-edge leadership research and practice and hone my leadership skills by choosing from more than 400 sessions – including interactive workshops, thought-provoking panels, and numerous presentations and more – spanning across 16 streams and specialties and covering various topics such as [insert a sampling of topics of interest to you]. You can view the full program at <https://ilaglobalconference.org/agenda>.
* **World-class speakers.** I will be inspired by an array of global presenters including successful business executives, thought-provoking researchers and authors, experienced educators, and game-changing coaches and organizational development professionals.
* **Unmatched networking.** I can exchange ideas and connect with other attendees from around the globe who share the same passion for leadership like me.

When I return from this conference, I will be able to share with colleagues the knowledge I’ve gained on the topic areas that affect my research [or practice] daily. You can learn more about this conference at [**https://ilaglobalconference.org/**](https://ilaglobalconference.org/).

I’ve provided a breakdown of approximate costs to attend this conference, as well as a worksheet that indicates our organization’s current needs and how attending this event can help meet these needs.

I hope you will agree that my attendance at this conference is an excellent use of my time and will provide a great return on investment for our organization. Thank you for your consideration.

Best regards,

<your signature>

**Make the Case**

Complete the following form and share it with your supervisor.

**What is the cost of you attending this conference?**

*Registration, hotel, travel, etc.*

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**Who is going to be there of particular interest to you?**  
*What relationships will you gain? Are there meaningful connections you can make?*

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**What makes this conference stand out?**

*What are you getting here that you can’t get somewhere else?*

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**How this conference can help solve the problems you or your organization is facing?**  
*Session topics, speakers, etc.*

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**How will you value the experience of this conference?**

*The answers you are looking for, the connection you will make, etc.*

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**List at least five of the sessions (with speaker names) you plan to attend.**

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**3.**

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**4.**

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**5.**

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